Octopus F200/400/650
Octophon F640 TDM
key module for Octophon F640
Octophon F640 Busy Lamp Field
Operating Instructions

T Systems

Important Information

	Never open the telephone or a key module. Should you encounter any problems, contact the responsible service personnel.
	Use only original accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.

Trademarks

CE	The device conforms to the EU directive 1999/5/EC as attested by the CE marking.
	All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities. Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative. The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

Location of the telephone

- The telephone should be operated in a controlled environment with an ambient temperature between 5 °C and 40 °C.
- To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.
- Do not operate the telephone in damp environments such as bathrooms.

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General information

About this manual

This document contains general descriptions of the technical options, which may not always be available in individual cases. The respective features must therefore be individually defined in the terms of the contract.

If a particular function on your phone is not available to you, this may be due to one of the following:

The function is not configured for you or your telephone. Please contact your system support representative.

Your communications platform does not feature this function. Please contact your service personnel for information on how to upgrade.

This user guide is intended to help you familiarize yourself with Octophon F640 TDM and all of its functions. It contains important information on the safe and proper operation of your Octophon F640 TDM phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone.

These instructions should be read and followed by every person installing, operating or programming an Octophon F640 TDM phone.

For your own protection, please read the section dealing with safety in detail. Follow the safety instructions carefully in order to avoid endangering yourself or other persons and to prevent damage to the unit.

This user guide is designed to be simple and easy to understand, providing clear step-by-step instructions for operating your Octophon F640 TDM phone.{

Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions.

Service

The service personnel can only help you if you experience problems or defects with the phone.
Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help you.
For queries regarding connection of the telephone, please contact your network provider.

If you experience problems or defects with the phone, please dial the service number for your country.

Intended use

The Octophon F640 TDM phone is a desktop unit designed for voice transmission. It can also be used as a workstation device. Any other use is regarded as unauthorized.

Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate at the rear of the base unit. Specific details concerning your communications platform can be obtained from your service technician.
Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.
  The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:
  - Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.
  - Adjust the contrast as required → Page 42.

Single-line Telephone/Multi-line Telephone

Your Octophon F640 TDM is a "multi-line telephone". This means that your service personnel can configure multiple lines on your phone, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls.

The programmable sensor keys function as line keys on multi-line phones → Page 108.

When using a multi-line phone to make and receive calls, certain particulars must be taken into account → Page 110 ff.

Executive/secretary Functions

→ Page 108

These are to be set up by your service personnel. You can use executive/secretary functions (outer office functions) along with the basic and enhanced functions. A telephone with the outer office configuration can be recognized by the "executive" or "secretary" line keys for directing calls to the executive or secretary. On the executive and secretary phones, you will find an additional "transfer call" key, and on the secretary phone, also the keys "pickup" and "substitute".

Using the Telephone Efficiently

- You probably have certain colleagues or external parties with whom you talk on the phone especially frequently. To dial these numbers faster and more conveniently, you can save them on keys
  (Saving station numbers for repertory dialing on keys → Page 38).
- All too often you reach a busy line when dialing a number. Amid the confusion of your working day, it's easy to forget to try the number again later on. To avoid this, make it a habit to use the "Callback" → Page 36 function.

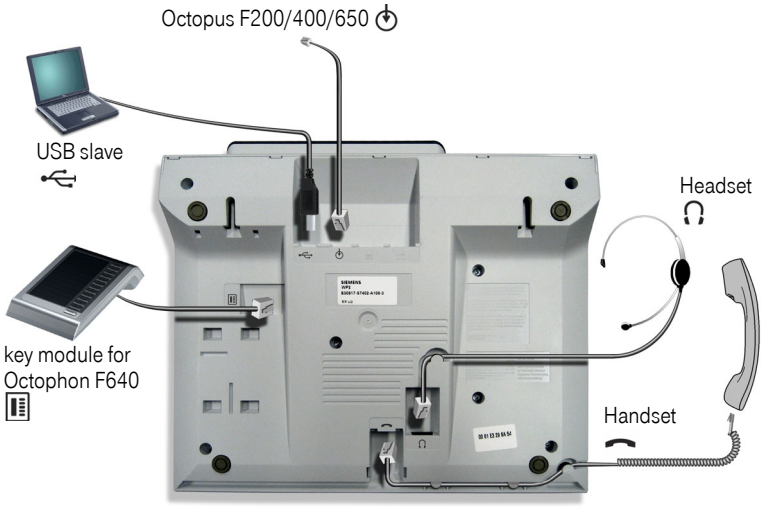
Getting to know your Octophon F640 TDM phone

The following sections describe the most frequently used operating elements and the displays on your phone.

Octophon F640 TDM user interface

1	You can make and receive calls as normal using the **handset**.
2	The **display** permits intuitive operation of the phone → Page 19.
3	You can customize your telephone by assigning phone numbers and functions to the **programmable sensor keys** → Page 17.
4	You can use **function keys** when conducting a call to access frequently used functions (such as Disconnect) or to open the Program/Service menu and mailbox → Page 15.
5	**Audio keys** are also available, allowing you to optimally configure the audio features on your telephone → Page 15.
6	The **5-way navigator** is a convenient navigation tool → Page 16.
7	The **keypad** can be used to enter phone numbers and text → Page 18.
8	Incoming calls are visually signaled via the **call display**.

Ports on the underside of the phone



Octophon F640 TDM properties

Display type	LCD, 40 x 6 characters
Illuminated display	✓
Programmable sensor keys	6
Full-duplex speakerphone function	✓
Headset	✓
USB slave	✓
Interface for key modules	✓
Phone/analog adapter	✓

Key Modules (optional)

To use one or more key modules, you always need an external power supply.

Other technical explanations, safety notices, and installation instructions can be found in the relevant documentation. You can download these from the Internet at http://www.t-com.de.

In conjunction with a key module, your Octophon F640 TDM can be configured as an attendant console (ask your service personnel).

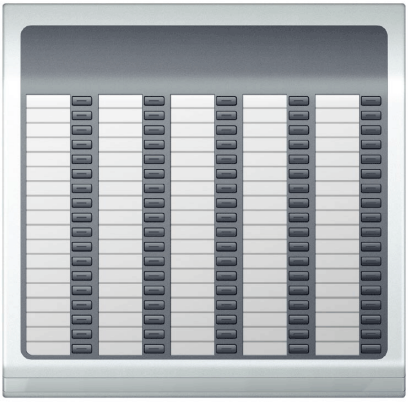
key module for Octophon F640

The key module for Octophon F640 is a key module, attached to the side of the phone, that provides 12 additional illuminated, programmable sensor keys.
Like those on the phone, these sensor keys can be programmed and used according to your needs→ Page 17.

You can attach up to two key module for Octophon F640 to your Octophon F640 TDM.

Octophon F640 Busy Lamp Field

The Octophon F640 Busy Lamp Field is a key module, attached to the side of the phone, that provides 90 additional illuminated, programmable sensor keys.
Like those on the phone, these sensor keys can be programmed and used according to your needs→ Page 17.



You can attach one Octophon F640 Busy Lamp Field to your Octophon F640 TDM.

Key label

You can label the keys as follows:

- by hand:
  Your Octophon F640 Busy Lamp Field is delivered with label strips. Write functions or names in the white fields on the label strips.
- with the Key Labelling Tool:
  You have avail of a CD Rom (ask your service personnel) with the electronic operating instructions for your Octophon F640 Busy Lamp Field, you can label your keypads with your PC.

Lay the labeled strips on the key fields and place the transparent cover over them (rough side up).

Keys

Function keys

Key	Function when key is pressed
	End (disconnect) call.
	Redialing → Page 30.
	Button for call forwarding (with red LED) → Page 33.
	Open mailbox (with red LED key) → Page 22.
	Open the phone's main menu (with red LED key) → Page 23.

Audio keys

Key	Function when key is pressed
	Activate/deactivate headset → Page 46.
	Activate/deactivate microphone (also for speakerphone mode) → Page 31.
–	Set volume lower and contrast brighter → Page 40.
	Turn speaker on/off (with red LED key) → Page 26.
+	Set volume higher and contrast darker → Page 40.

5-way Navigator

Remove the protective film from the ring around the 5-way navigator before using the phone.

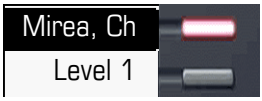
With this control, you can manage most of your phone's functions, as well as its displays.

Operation	Functions when key is pressed
Press	In idle mode: • Open the idle menu → Page 19 In lists and menus: • go to next level Entry selected: • Perform action In input fields: • Delete character to the left of the cursor
Press	In lists and menus: • one level back Entry selected: • cancel action
Press	In idle mode: • Open the idle menu → Page 19 In lists and menus: • scroll down
Press	In idle mode: • Open the idle menu → Page 19 In lists and menus: • scroll up
Press the OK key.	In idle mode: • Open the idle menu → Page 19 Entry selected: • Perform action

Programmable sensor keys

Your Octophon F640 TDM has 6 illuminated sensor keys. You can assign functions to them on two levels.

Increase the number of sensor keys by adding a key module → Page 13.



Depending on how they are programmed, you can use the sensor keys as:

- sensor key with function
- Direct destination/Direct station selection key
- Procedure key

Only for direct destination selection keys can you program the second level, also for direct destination selection.

Press the key to open a menu for programming it → Page 71.

Touch the key to activate the programmed function or dial the stored number.

A label for the function is displayed to the left of the key; it can't be changed.

You can specify labels only for direct destination or direct station selection keys → Page 76.

The status of a function is shown by the LED on the corresponding sensor key.

LED display for function keys and direct station selection keys

LED	Meaning of function key	Meaning of DSS key
■	The function is deactivated.	The line is free.
⚡	The function is in use.	The line is busy.
□	The function is activated.	There is a call on the line.

The programmable sensor keys on multi-line phones function as trunk keys → Page 108.

Keypad

In cases where text input is possible, you can use the keypad to input text, punctuation and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number 4 ghi key on the keypad twice. When entering the text, all available characters for this key are displayed. After a short while, the character in focus is displayed in the input field.

To **enter a digit** in an alphanumerical input field, press the relevant key and hold it down. You no longer need to scroll through the entire list of possible characters.

Alphabetic labeling of dial keys is useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the telephone spell a name; e.g. 0700 - PATTERN = 0700 - 7288376).

Character overview

Key	1x	2x	3x	4x	5x
1 ␣	[1]	1			
2 abc	a	b	c	2	
3 def	d	e	f	3	
4 ghi	g	h	i	4	
5 jkl	j	k	l	5	
6 mno	m	n	o	6	
7 pqrs	p	q	r	s	7
8 tuv	t	u	v	8	
9 wxyz	w	x	y	z.	9
0 +	+	.	-	0	
*	[2]				
#	[3]				

[1] Space
[2] Next letter in upper-case
[3] Delete character

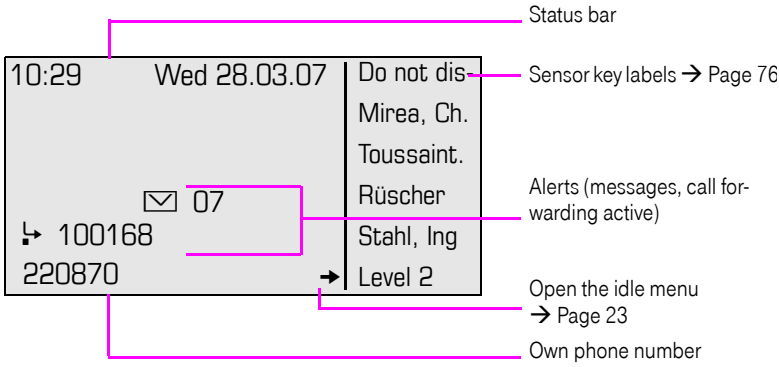
Use of the asterisk and pound keys

Key	Function when held down
*	Turn ringtone on/off → Page 41.
#	Turn phone lock on/off → Page 41.

Display

Your Octophon F640 TDM comes with a tilt-and-swivel black-and-white LCD display. Adjust the tilt and contrast to suit your needs → Page 42.

Idle Mode



The left area contains the status bar on the first line, followed by a five-line field for additional displays.

A logo is displayed in the middle; it can be set up by your service personnel.
Symbols can be appear under the logo to inform you about callback requests, voice messages and activated call forwarding.

The right area shows the labels of programmable sensor keys.

Idle menu

When in idle mode, press a key on the 5-way navigator → Page 16 to display the idle menu. It includes selected functions from the Program/Service menu → Page 23. The sorting of the entries may vary; for example, the call list is displayed in the first position only if it contains new entries.

Explanation of the icons

Icon	Meaning
	The ring tone is deactivated → Page 41.
	The "Do not disturb" function is activated → Page 82.
	The phone lock is activated → Page 41.
	Callback requests are active → Page 36.
	You received new voice messages → Page 22.
	Call forwarding is active → Page 33.

Telephony Dialogs

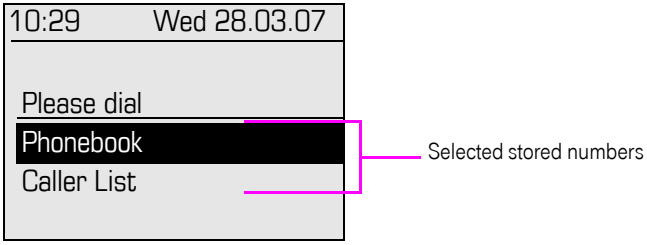
Connection-dependent conditions and situations, e. g. when your telephone rings, when dialing a number, or during a call, are depicted graphically on the display.

Situation-dependent functions that appear on the display automatically can be selected and activated with the 5-way navigator → Page 16.

When an arrow appears to the right of a selected entry, then another menu level is available, which you can select with the OK or C keys → Page 16.

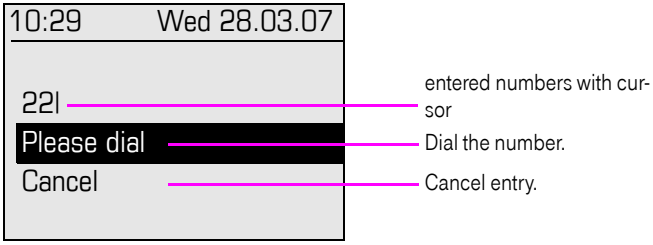
Appearance during dialing

Example: You have deactivated "Dialing preparation" → Page 24, lifted the handset, or pressed the speaker key, and are entering a phone number.



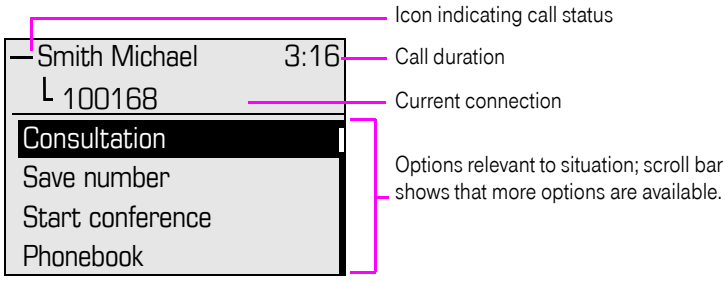
Appearance during en-bloc dialing

Example: You have activated "Dialing preparation" → Page 24 and are entering a phone number.



Appearance during an ongoing call

Example: You are connected with a caller.



Icons for frequent call states

Icon	Meaning
—	The call is active
⊸	The call has been disconnected
⊣⊢	You have placed the call on hold (e.g. consultation hold).
⊢	Your call partner has placed the call on hold

Detailed descriptions of the various functions can be found in the sections "Basic phone functions" → Page 26 and "Enhanced phone functions" → Page 44.

Mailbox

Depending on your communications platform and its configuration, the mailbox key gives you access to messages from services such as Unified Messaging System (UMS). The mailbox also keeps track of callbacks.

Messages and Voicemails

New messages or voicemails are indicated on the display in idle mode → Page 19; in addition, the mailbox key lights up.

The mailbox key LED turns off only when all messages have been viewed or erased.

Press the mailbox key ✉ to edit messages or to listen to voicemails → Page 57.

If your system is appropriately configured, you can call the voice mailbox directly and immediately play back the stored messages.

Callbacks

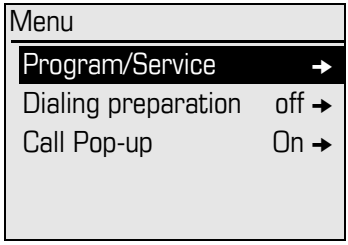
In idle mode, the display shows the symbol and the number of new callback requests, and the mailbox key LED lights up.

For a full description of how to use callback, see → Page 36.

Menu

With the menu key [>≡], you can access your communications system's service menu or make telephony-related settings.

As long as you are in the menu, the menu key LED shines red.



Program/Service menu

Press a key on the 5-way navigator and select a menu option from the idle menu → Page 19.

or

Press the menu key [>≡] and chose a menu option with the 5-way navigator → Page 16.

or

Press [#] or [*] and the corresponding code.

An overview of the maximum functions available can be found at → Page 126.

Dialing preparation

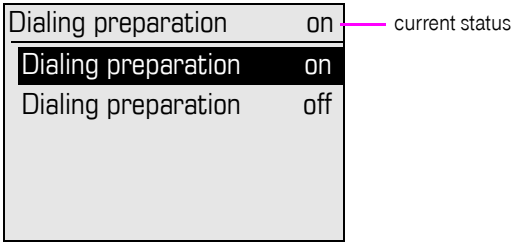
Activate "Dialing preparation" to use en-bloc dialing on your Octophon F640 TDM.

This means . You engage the line only after you have fully entered the number and confirmed.

Activate/deactivating en-bloc dialing

Press the menu key [≥≡], use the 5-way navigator to select "Dialing preparation on" or "Dialing preparation off" and confirm with OK.

Example: Dialing preparation menu

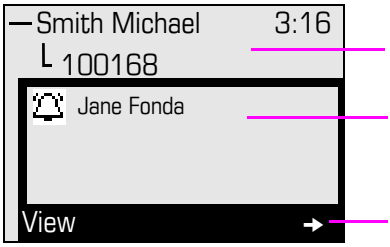


An example of the display during en-bloc dialing is on → Page 20.
For a description of en-bloc dialing, see → Page 49.

Call Pop-up

Activate call pop-up if you want a pop-up window in the display to notify you of incoming calls during an ongoing call.

Example: second call when call pop-up is on



Turning call pop-up on/off

Prerequisite: Call waiting must be turned on → Page 61.

Press the menu key, use the 5-way navigator to select call pop-up on or call pop-up off and confirm with OK.

Showing and processing a second call

1. While you are talking with the first party, select View with the OK key.
2. From the menu that appears, select an action for dealing with the second party.
   - Take call → Page 60
   - Consultation → Page 32
   - Start transfer → Page 32
   - Start conference → Page 64
   - Save number → Page 51
   - Put the call on hold
   - Quit and return

Step by Step

Making Calls – Basic Functions

Answering Calls

Special default ring signaling is set for your telephone:

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.

Your service personnel can adjust the ring cadence for external and internal calls for you. In other words, different ring cadences can be set for different internal callers.

The number or the name of the caller appears on the display.

Answering a call via the handset

The phone is ringing. The caller appears on the screen.

Lift the handset

+ or –

Raise or lower the volume. Keep pressing the key until the desired volume is set.

Answering a call via the loudspeaker (speakerphone mode)

The phone is ringing. The caller appears on the screen.

Press the key shown. The LED lights up.
Speakerphone mode.

+ or –

Raise or lower the volume. Keep pressing the key until the desired volume is set.

Step by Step

Ending the call:

Press the key shown. The LED goes out.

or

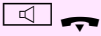
Press the key shown.

Suggestions for using speakerphone mode:

- Tell the other party that you are using speakerphone mode.
- The speakerphone works bests at a low receiving volume.
- The ideal distance between the user and the telephone set in speakerphone mode is about 50 cm (approx. 20 inches).

Switching to speakerphone mode

Prerequisite: You are conducting a call via the handset.



Hold down the key and replace the handset. Then release the key. Proceed with your call.

For US mode

If the country setting is set to US (ask the service personnel), you do not have to hold down the loudspeaker key when replacing the handset to switch to speakerphone mode.

Press the key shown.

Replace the handset. Proceed with your call.

Switching to the handset

Prerequisite: You are engaged in a call in speakerphone mode.

Lift the handset Proceed with your call.

Step by Step

Open Listening in the Room During a Call

You can let other people in the room join in on the call. Let the other party know that you have turned on the speaker.

Prerequisite: You are conducting a call via the handset.

Activating:

Press the key shown. The LED lights up.

Deactivating:

Press the key shown. The LED goes out.

Step by Step

Making Calls

Off-Hook Dialing

Lift the handset

Internal calls: Enter the phone number.
External calls: Enter the external code and the station number.

The called party does not answer or is busy:

Replace the handset.

On-Hook Dialing

Internal calls: Enter the phone number.
External calls: Enter the external code and the station number.

The other party answers with speaker:

Lift the handset

or On-hook: Speakerphone mode.

The called party does not answer or is busy:

Press the key shown. The LED goes out.

Your system may also be programmed so that you have to press the Internal key before you dial an internal number. To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel).

Ending a call

Replace the handset.

or

Press the key shown.

Step by Step

Redialing a number

The last three external telephone numbers dialed are stored automatically.
You can redial them simply by pressing a key.
The station number appears on your screen for two seconds and is then dialed.

→→ Press the key once to dial the number last dialed.

Press the key twice to dial the next to the last number dialed.

Press the key three times to dial the third-to-the-last number dialed.

Displaying and dialing saved station numbers

→→ Press the key shown.

Next Press the "OK" dialog key within two seconds to confirm your choice.

Next The next stored number is displayed. Press the "OK" dialog key to confirm your selection.

Call Select and confirm.

If this feature is configured (contact your service personnel), account codes entered are also saved → Page 81.

Step by Step

Turning the Microphone On and Off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the telephone speaker (speaker call, → Page 45).

Prerequisite: A connection is set up, the mircophone is activated.

Press the key shown. The LED lights up.

or

Press the lit key. The LED goes out.

or

Mute on

Select and confirm,

or

Mute off

Select and confirm.

Step by Step

Calling a Second Party (Consultation Hold)

You can call a second party while a call is in progress. The first party is placed on hold.

Consultation

Confirm.

Call the second party.

Return to the first party:

Return to held call

Confirm.

or

Quit and return

Select and confirm.

Switching to the held party (alternating)

Toggle/Connect

Select and confirm.

Combine the calling parties into a three-party conference

Conference

Select and confirm.

Allowing call partners to continue a conference after you exit

Leave conference

Select and confirm.

Transferring a Call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

Consultation

Confirm.

Enter the number of the party to which you want to transfer the call.

Announce the call, if necessary.

Replace the handset.

or

Transfer

Select and confirm[1].

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Call forwarding

Using Variable Call Forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system.)

Press the key shown.

or

Open the idle menu → Page 19.

Forwarding on

Select and confirm.

1=all calls

Select and confirm,

or

2=external calls only

select and confirm,

or

3=internal calls only

select and confirm,

or

Enter the code.

Enter the destination number.

Save

Confirm.

Deactivating call forwarding:

Press the key shown.

or

Forwarding off

Select and confirm.

When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact your service personnel), you can also forward calls to this destination.
Destinations: fax = 870, DID = 871, fax DID = 872.

If you are a call forwarding destination, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Step by Step

Using Call Forwarding No Reply (CFNR)

Calls that are not answered after three rings (=default, can be adjusted by service personnel) or that are received while another call is ongoing can be automatically forwarded to a specified telephone.

Press the key shown.

Destinations →

Confirm.

CFNR on

Select and confirm.

Enter the destination number.

- Enter the internal station number for internal destinations
- Enter the external code and the external station number for external destinations

Save

Confirm.

Deactivating Call Forwarding No Reply

Press the key shown.

Destinations →

Confirm.

CFNR off

Select and confirm.

Delete

Confirm.

If CFNR is activated, when you hang up, "CFNR:" appears briefly on the display. ...“ .

Step by Step

Call Forwarding in the Carrier Network and Forwarding Multiple Subscriber Numbers (MSN)

If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network.
For example, you can forward your phone line to your home phone after business hours.

Trunk FWD on — Select and confirm.

1=immediate — Select and confirm the required type of call forwarding.

or

2=on no answer

or

3=on busy

or

1 ␣ **or** 2 abc **or** 3 def — Enter the code.

Enter your DID number.

Enter the destination number (without the external code).

Save — Confirm.

Deactivating call forwarding:

Trunk FWD off — Select and confirm.

Confirm the displayed call forwarding type.

or

1 ␣ **or** 2 abc **or** 3 def — Enter the activated call forwarding type.

Enter your DID number.

Step by Step

Using Callback

You can request a callback if the station called is busy or if nobody answers. This feature saves you from having to make repeated attempts to reach the user.
You receive a callback,

- When the other party is no longer busy
- When the user who did not answer has conducted another call.

When configured (contact your service personnel), all callback requests are automatically deleted over night.

Storing a Callback

Prerequisite: You have reached a busy line or no one answers.

Callback

Confirm.

Accepting a callback

Prerequisite: A callback was saved. Your telephone rings. "Callback: ..." appears on the display: ...".

Lift the handset

or

Press the key shown. The LED lights up.

or

Answer

Select and confirm.

You hear a ring tone.

Step by Step

Checking and Canceling a Saved Callback

View callbacks

Select and confirm[1].

Next callback

Select the displayed function and press the "OK" dialog key to display additional entries.

Deleting a displayed entry:

Delete

Confirm.

Ending Retrieval:

Exit

Select and confirm.

or

Press the key shown. The LED goes out.

or

Press the key shown. The LED goes out.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Saving selected dialing on a sensor key

You can save frequently required numbers on the sensor keys of the phone or key module.
External and internal numbers can be saved, however functions and procedures (several operating steps) can also be saved→ Page 71.

You can also assign a key at two levels if you have configured a key as a shift key → Page 71).
If both layers of a key are assigned, different assignment combinations are possible depending on the assignment and programming of your Octopus F ("Extended key functionality"; ask the responsible technician).
When saving an internal number, you can e. g. decide whether the key should support the LED display (Save with LED) or not (Save without LED).
The LED signals different statuses (→ Page 73, → Page 114).

Hold down the key shown.

or

Press the key shown.

Prog. feature key — Select and confirm.

Press the key shown.

if nec.

Next layer — Select and confirm,

or

Press this button to save the number on the second (other) layer.

Change key — Confirm.

Destinations → — Confirm.

Repdial key — Confirm.

Enter the phone number.

Step by Step

If you make a mistake:

Press. This deletes all entered digits.

The phone automatically recognizes whether you want to save an internal or external number.
You can choose only between "Save without LED" or "Save with LED" with in.

Save with LED

Confirm.

or

Save without LED

Select and confirm to save the DDS key without LED.

Exit

Confirm.

or

Another key

Select and confirm.

or

Key label

Select and confirm to assign a label → Page 76.

You dial the saved number by pressing the key → Page 39.

You can also save a number during a call.

Dialing with DDS keys

Prerequisite: You have saved a number on a DDS key → Page 38.

Press the key with a saved number.
If the number is saved on the second layer, press the shift key first.

You can press the DDS key during a call and automatically initiate a callback → Page 32.

Step by Step

Configure telephone

Adjusting the Receiving Volume During a Call

You are conducting a call.

+ or −

Raise or lower the volume. Keep pressing the key until the desired volume is set.

OK

Save.

Adjusting the Ring Volume

+ or −

Press these keys while the phone is idle.

Ring volume

Confirm.

+ or −

Raise or lower the volume. Keep pressing the key until the desired volume is set.

OK

Save.

Adjusting the Ring Tone

+ or −

Press these keys while the phone is idle.

Ring tone

Select and confirm.

+ or −

To adjust the ring tone: Keep pressing the keys until the desired tone is set.

OK

Save.

Adjusting the Attention Ring Volume

If you are part of a team with trunk keys, other calls can be signaled acoustically in the team during a call → Page 115. You will hear the attention ring.

+ or −

Press these keys while the phone is idle.

Attention Ring Vol

Select and confirm.

+ or −

Raise or lower the volume. Keep pressing the key until the desired volume is set.

OK

Save.

Step by Step

Adjusting the Speakerphone to the Room Acoustics

To help the other party understand you clearly while you are talking into the microphone, you can adjust the telephone to the acoustics in your environment: "Quiet room", "Normal room" and "Noisy room".

[+] or [–]

Press these keys while the phone is idle.

Speakerphone mode

Select and confirm.

[+] or [–]

To set the room type: Keep pressing these keys until the setting you want appears on the screen.

[OK]

Save.

Activating/deactivating the ringer

You can see whether the function is activated or deactivated from the corresponding icon in the status bar on the display → Page 19.

[*]

Hold down the key shown.

Locked phone

Locking the phone

[#]

Hold down the key shown.

PIN:

Please enter user password.

Unlocking the phone

[#]

Hold down the key shown.

PIN:

Please enter user password.

[OK]

Confirm.

The user password can be assigned and configured only by the technician responsible for you.

Step by Step

Adjusting the Display to a Comfortable Reading Angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Illuminated display

When operating the Octophon F640 TDM, e. g. when entering a number, the display automatically lights up. The display lighting switches off automatically a few seconds after finishing the last action.

Adjusting the display contrast

The display has four contrast levels that you can set according to your light conditions.

+ or −

Press these keys while the phone is idle.

Display contrast

Select and confirm.

+ or −

Change the display contrast. Press the key repeatedly until the desired level is obtained.

OK

Save.

Setting the contrast for key labels

You can adapt the contrast for a connected key module for Octophon F640 to the lighting conditions in eight levels.

+ or −

Pressing one of the key in idle mode → Page 19.

Key label contrast

Select and confirm.

+ or −

Keep pressing the key until the desired contrast is set.

OK

Save.

Step by Step

Selecting the Language of Screen Prompts

Press the key shown.

More features →

Select and confirm.

Select language

Confirm.

Spanish

Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Step by Step

Making Calls – Convenience Functions

Answering Calls

Accepting a Specific Call for Your Colleague

You hear another telephone ring.

Press the key shown.

More features →

Select and confirm.

Pickup - directed

Select and confirm[1].

The called party appears on the display.

if nec.

Next

Select and confirm until the name/number of the required subscriber is displayed.

Accept call

Confirm.

or

If you know the number of the telephone that is ringing, enter it directly.

or

Press the flashing key.

Accepting a call in a team → Page 105.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Rejecting Calls

You can reject calls which you do not wish to take. The call is then signaled at another definable telephone (contact your service personnel).

The phone is ringing. The caller appears on the screen.

Press the key shown.

or

Reject call

Select and confirm.

If a call cannot be rejected, your telephone will continue to ring. The message "currently not possible" is displayed (e. g in the case of recalls).

Using the Speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.

Lift the handset and answer the call.

or

Mute off

Press the "OK" key to confirm your selection and answer the call.

or

Press the key and answer the call.

If handsfree answerback is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode.
If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → Page 57.

Step by Step

Enabling and Disabling Handsfree Answerback

Open the idle menu → Page 19.

HF answerback on

Select and confirm,

or

HF answerback off

select and confirm.

Answering a Call With a Headset

Prerequisite: Your telephone rings.

Answer

Confirm.

or

Press the key shown. The LED lights up.

Ending the call:

Press the key shown.

or

Press the key shown. The LED goes out.

Step by Step

Answering Calls from the Entrance Telephone and Opening the Door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener.
If you have the proper authorization (contact your service personnel), you can activate the **door opener**, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or installed keypad).

Speaking to visitors via the entrance telephone:

Prerequisite: Your telephone rings.

Lift the handset within thirty seconds. You are connected to the entrance telephone immediately.

or

Lift the handset after more than thirty seconds.

Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone:

Open door

Confirm.

Opening the door from your telephone without calling the entrance telephone:

Press the key shown.

More features →

Select and confirm.

Open door

Select and confirm.

Dial the entrance telephone number.

Opening the door with a code (at the door):

After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Step by Step

Activating the door opener:

Press the key shown.

More features →

Select and confirm.

Door opener on

Select and confirm.

Dial the entrance telephone number.

Enter the five-digit code. Default code = "00000".

or

3=change password

Select the displayed function and press the "OK" dialog key to change the code.

1=enable with ring

Select and confirm.

or

2=enable w/o ring

You can also open the door without a doorbell ring.

Deactivating the door opener:

Press the key shown.

More features →

Select and confirm.

Door opener off

Select and confirm.

Accepting a call from an answering machine

If an answering machine is connected to your system (ask the responsible technician) and you have programmed the answering machine's internal number on a key → Page 71, you can accept the call from the answering machine.

The LED lights up. Press the key shown.

Step by Step

Making Calls

En-Bloc Sending / Correcting Numbers

Prerequisite: You have activated "Call preparation" → Page 24.

Internal calls: Enter the phone number.
External calls: Enter the external code and the station number.

Dialing entered/displayed numbers:

Lift the handset

or

Please dial

Confirm.

Correcting numbers entered:

A station number can only be corrected as it is being entered. Station numbers stored for number redial, for example, cannot be corrected.

Press.
The last digit entered in each case is deleted.

Enter the required digit(s).

Canceling en-bloc sending:

Cancel

Select and confirm.

Step by Step

Using a Caller List

If you are unable to accept an external or internal call, the call attempt is stored in the caller list.
You can store answered calls either manually (both internal and external calls) or automatically (external calls only; contact your service personnel for details).
Your telephone stores up to ten calls in chronological order. Each call is assigned a time stamp. The most recent entry not yet answered in the list is displayed first. Multiple calls from the same caller do not automatically generate new entries in the caller list. Instead, only the most recent time stamp for this caller is updated and its number incremented.

Retrieving the Caller List

Prerequisite: Service personnel has set up a caller list for your telephone.

Open the idle menu → Page 19.

Caller list

Select and confirm[1].

The last call is displayed on the screen.

To view other calls, confirm each subsequent display.

Ending Retrieval

Previous menu

Select and confirm.

or

Press the key shown. The LED goes out.

or

Press the key shown. The LED goes out.

Detailed view of a call

Prerequisite: You have retrieved the caller list and the selected call is displayed.

Press to view detailed information.

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Step by Step

Dialing a Station Number from the Caller List

Prerequisite: You are viewing the detailed view of a call.

Call

Select and confirm.

The caller is automatically deleted from the caller list when a connection is finally set up.

Removing an Entry from the Caller List

Prerequisite: You are viewing the detailed view of a call.

Delete

Confirm.

Saving the other party's station number in the call list (redialing)

Prerequisite: You are on a call or an external station is being called.

Save number

Confirm.

Step by Step

Speed dial

Using Station and System Speed-Dial Numbers

Prerequisite: You have stored station speed-dial numbers → Page 52 or your service personnel has stored system speed-dial numbers.

Press the key shown.

Use speed dialing

Confirm[1].

Enter a speed-dial number.
"*0" to "*9" = station speed-dialing.
"000" to "999" = system speed-dialing (contact your service personnel).

if nec. **Suffix-Dialing**

If necessary, you can suffix-dial additional digits (for example, the user's extension) at the end of the saved station number.
If this feature is configured, a suffix is automatically dialed (for example, "0" for the exchange) if no entries are made within 4 or 5 seconds.

Storing Station Speed-Dial Numbers

You can store the ten numbers which you use the most and dial them using your own station speed-dial numbers: *0 through *9 → Page 52.

Press the key shown.

Change Speed Dial

Select and confirm[1].

Enter the speed-dial number you wish to use (*0 to *9). If the speed-dial number is already in use, the programmed station number appears on the screen.

Change

Confirm.

First enter the external code and then the external station number.

Save

Confirm.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

or

If you make a mistake:

Previous — Select and confirm. This deletes all entered digits.

Next — Confirm.

or

Change — Select and confirm.

or

Delete — Select and confirm.

or

Exit — Select and confirm.

Step by Step

Dialing a Number From the Internal Directory

The internal directory contains all station numbers and system speed-dial numbers assigned to a name. Contact your service personnel to find out if one was configured for your system.

Prerequisite: Names have been assigned to the station numbers stored in the system.

Lift the handset

or

Press the key shown. The LED lights up.

or

Open the idle menu → Page 19.

Directory

Confirm.

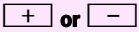
if nec.

If several directories have been configured:

1=internal

Confirm.

The first entry is displayed on the screen.



Press,

or

Scroll Next

select and confirm,

or

Scroll Previous

select and confirm to go to the next or previous entry.

or

Enter the name you want to find, or just the first few letters, using the alphanumeric keypad → Page 18.

The entry you wish to dial appears on the screen:

Call

Select and confirm.

Step by Step

Dialing from the Telephone Database (LDAP)

If configured (ask your service personnel), you can search for directory data in the LDAP database and dial the number of any subscriber you find there.

Prerequisite: The LDAP search feature has been configured in the system.

Lift the handset

or

Press the key shown. The LED lights up.

or

Open the idle menu → Page 19.

Directory

Confirm.

if nec.

If several directories have been configured:

2=LDAP

Select and confirm.

Enter the name you wish to search for using the keypad → Page 18 (max. 16 characters).
You can enter an incomplete name, e. g. "mei" for "Meier".

if nec.

If configured (ask your service personnel), you can also search for surname **and** first name. To separate surname and first name by a space, enter "0". You can enter incomplete names, e. g. "mei p" for "Meier Peter".

if nec.

Delete Character

Select and confirm. The last letter entered is deleted.

In large databases, the results of the search may be incomplete if too few characters are entered → Page 56.

Search

Confirm.
The name is searched for. This may take a few seconds.

Step by Step

The result is displayed:

If only one name is found, it is displayed.

Call — Confirm.

If several names are found (max. 50), the first name is displayed.

+ or **–** — Press,

or

Scroll Next — select and confirm,

or

Scroll Previous — select and confirm to go to the next or previous entry.

Call — Select and confirm.

If no name is found:

If your search does not yield any name corresponding to your query, you can extend the range of the search, e. g. by deleting characters.

Modify search — Select and confirm.
For further procedure, see above.

If too many names are found:

If more than the maximum of 50 names are found corresponding to your query, only an incomplete list of results can be displayed.

You can view these results, select any of the names, or change the search string (e. g. narrow the search by entering more characters).

In this case it is advisable to narrow down the search so that all corresponding names can be displayed.

Show matches — Confirm, to view the incomplete list.
For further procedure, see above.

or — Narrow the search down.

Modify search — Select and confirm, in order to change the search string.
For further procedure, see above.

Step by Step

Using Mailboxes

Pay attention to the notes on → Page 22.

Accessing the Mailbox

Press the lit key.

or

View messages

Confirm.

Message sent

Select and confirm.

or

Call voice mail

Follow the user prompts.

Talking to Your Colleague With a Speaker Call

You can make a loudspeaker announcement through a loudspeaker if connected (ask your service personnel), or to an internal user with a system telephone without any action on their part.

Open the idle menu → Page 19.

Speaker call

Select and confirm[1].

Enter the phone number.

Responding to a speaker call → Page 45.

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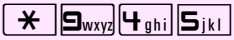
Step by Step

Talking to Your Colleague with Discreet Calling

If this function has been configured (ask your service personnel), you can join an ongoing call conducted by an internal user at a system telephone with display.
You can listen in unnoticed and speak to the internal user without being overheard by the other party (discreet calling).

Lift the handset



Enter the code.

Enter your internal station number.

Your service personnel can protect your telephone against discreet calling.

Automatic Connection Setup (Hotline)

If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination.

Lift the handset.
Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time (hotline after a timeout).**

Reserving a trunk

If configured (ask your service personnel), you can reserve an occupied trunk for yourself.
When the line is free, you receive a call and a note on the display.

Prerequisite: "Currently busy" appears on the display.

Reserve trunk

Confirm.

Reserved line is free:

Your telephone rings and the display shows "Trunk is free".
Lift the handset You will hear the dial tone.

Enter the number of the external station.

Step by Step

Assigning a Station Number

If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.

Press the key shown.

Temporary MSN

Select and confirm[1].

Enter the DID number you wish to use.

Dial the external number.

Associated Dialing/Dialing Aid

If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.
The operating procedure depends on whether the dialing aid is connected to the **S_0 bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S_0 bus:

On the PC, select a destination and start dialing.

The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port:

On the PC, select a destination and start dialing.

"Lift the handset" appears on the PC screen.

Lift the handset

Dialing aid from your telephone for another telephone:

Press the key shown.

Associated dial

Select and confirm.

Enter the internal station number ("Dial for:").

Enter the number you wish to dial.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

During a call

Using Call Waiting

Callers can still reach you while you are engaged in another call. A signal alerts you to the waiting call.
You can ignore or accept the second call.
When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on.
You can block the second call or the signal tone (→ Page 61).

Accepting a Waiting Call (Camp-On)

Prerequisite: You are engaged in a phone call and hear a tone (every six seconds).

Ending the first call and answering the waiting call:

Replace the handset. Your telephone rings.

Answer the second call. Lift the handset

Placing the first call on hold and answering the second call:

Call waiting

Select and confirm.

You are connected to the call waiting party immediately. The first party is placed on hold.

Ending the second call and resuming the first one:

Quit and return

Confirm.

or

Replace the handset. "Recall appears on the display: ...". Lift the handset

Step by Step

Preventing and Allowing Call Waiting (Automatic Camp-On)

If this function has been configured (ask your service technician), you can prevent or allow a second call → Page 60 from being signaled by automatic camp-on during an ongoing call.

Press the key shown.

Call wait.trm.off

Select and confirm[1],

or

Call wait.term.on

Select and confirm.

Turning the Call Waiting Tone On and Off

You can suppress the call waiting tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

Activating

Open the idle menu → Page 19.

Waiting tone on

Select and confirm.

Deactivating

Open the idle menu → Page 19.

Waiting tone off

Select and confirm.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Parking a Call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Prerequisite: You are conducting a call.

Press the key shown.

Park a call

Select and confirm.

0+ ... 9wxyz

Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a Parked Call

Prerequisite: One or more calls have been parked. The phone is idle.

Press the key shown.

Calls →

Select and confirm.

Retrieve call

Select and confirm.[1].

0+ ... 9wxyz

Enter the park slot number you noted earlier.
If the park slot number you enter is not in use, you cannot retrieve the call.

If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

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Step by Step

Holding external calls

If you have programmed a hold key on your phone → Page 71, you can put external calls on hold.
Then all other stations can accept the call on the assigned trunk.

Press the "Hold" key.

Held on line: 801

The message of the relevant trunk appears (e. g. 801) and note the trunk number.
If available, the LED of the assigned trunk key flashes slowly.

if nec.

or

Replace the handset or press the key.
Depending on the configuration, this may be necessary so other members can also pick up the call on hold.

Accepting call on hold

Prerequisite: One or more calls are on hold. The phone is idle.

Press the key shown.

Retrieve line

Select and confirm.

or

If the "Retrieve" → Page 71 key is available, press it.

Enter the noted trunk number.

or

If there is a "Line:“ key available for the relevant trunk, this flashes slowly. Press the key shown.

Step by Step

Conducting a Conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.

Call the first party.

Start conference

Select and confirm.

Call the second party. Announce the conference.

Conference

Select and confirm.

A tone sounds every 30 seconds to indicate that a conference is in progress.

If the second party does not answer:

Return to held call

Confirm.

Adding Up to Five Parties to the Conference (Initiator Only)

Add party

Confirm.

Call the new party. Announce the conference.

Conference

Select and confirm.

Checking Which Parties Are in the Conference (Initiator Only)

View conf parties

Select and confirm. The first station is displayed.

Next

To display other stations, confirm each subsequent display.

Exit list

To exit the list: Select and confirm.

Removing Parties From the Conference (Initiator Only)

View conf parties

Select and confirm. The first station is displayed.

Next

Confirm as often as required until the desired station appears.

Remove party

Select and confirm.

Step by Step

Leaving a Conference

Leave conference

Select and confirm.

or

Replace the handset, if this feature is configured (contact your service personnel).

Ending a Conference (Initiator Only)

End conference

Select and confirm.

or

Replace the handset, if this feature is configured (contact your service personnel).

Activating Tone Dialing/DTMF Suffix-Dialing

You can transmit dual-tone multifrequency (**DTMF**) signals to control devices such as an answering machine or automatic information system.

Press the key shown.

Calls →

Select and confirm.

DTMF dialing

Select and confirm[1].

You can use the keys 0 + through 9 wxyz, * and # to transmit DTMF signals.

Ending the call also deactivates DTMF suffix dialing.
Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Recording calls

If configured (contact your service personnel for details.), you can record an active call.

Prerequisite: You are on a call, the "Recording" key is configured → Page 71.

Press the "Recording" key. The LED lights up.

You and the other party hear an announcement that recording has started and as long as recording is still running, you hear an acoustic signal approx. every 15 seconds.

During recording, it is not possible to add further call parties.

Stop Recording

Press the "Recording" key which lights up. The LED goes out.

Listening to a recording

Playback of the recording depends on the voice recording system used (see the associated user guide or → Page 57).

Step by Step

Transferring a Call after a Speaker Call (Announcement) in a Group

If this function has been configured (contact your service personnel), you can use a speaker call (announcement, → Page 103) to announce a call in progress to a group of users → Page 57.
After a member of the group has accepted the call request, you can transfer the waiting party.

Prerequisite: You are conducting a call.

Consultation

Confirm. The other party is placed on hold.

Press the key shown.

Speaker call

Select and confirm.

Enter the group's station number.

Announce the call.
When a member of the group accepts the call → Page 45, you are connected to this party.

Replace the handset.

or

Transfer

Select and confirm[1].

If the connection between the two other parties is not established within 45 seconds, the call from the first part returns to you (recall).

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Trunk Flash

To activate ISDN-type services and features through the network carrier's analog trunks or those of other communications platforms (such as "consultation hold"), you must send a signal to the trunks before dialing the service code or telephone number.

Prerequisite: You have set up an external connection.

Press the key shown.

Calls →

Select and confirm.

Trunk flash

Select and confirm[1].

Enter the service code and/or telephone number.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

If You Cannot Reach a Destination ...

Call Waiting (Camp-On)

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Camp-on

Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → Page 60.

The called party can prevent automatic call waiting → Page 61.

If this feature is configured (contact your service personnel), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Busy Override - Joining a Call in Progress

This function is only available if it has been configured by the service technician (contact your service personnel).

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Override

Select and confirm.

The called party and person to whom this party is talking hear an alerting tone every two seconds.
If the called party has a system telephone with display, the following appears on the screen: "Override: (Number or name)".

You can now start talking.

Step by Step

Using Night Answer

When night answer mode is active, for example during a lunch break or after office hours, all external calls are immediately forwarded to a specific internal telephone (night station). The night station can be defined by service personnel (standard night answer service) or by you (temporary night answer service).

Activating:

Night answer on

Select and confirm.

***=default**

Press the "OK" dialog key to confirm (standard night answer service).

or

Enter the destination number (temporary night answer service).

Save

Confirm.

Deactivating:

Night answer off

Select and confirm.

Service personnel can also configure an "automatic night answer service". The automatic night answer service activates at specific times for your telephone depending on how it is programmed.
You can deactivate the automatic night answer service or replace it with a night answer service you configured (see above).

Step by Step

Saving functions, procedures and appointments

In addition to numbers→ Page 38 you can also program frequently used functions or procedures (several operating steps) on the keys of your phone or key module if they are not preassigned and locked.

You can also assign a key in two layers if you have configured a key as a shift key → Page 71 and the extended key functionality is active (ask your service personnel).
In addition to the functions or procedures, external and internal numbers without LED can be saved on the second layer→ Page 38. Corresponding display views are supported → page 124.

Programming a sensor key with a function

[■] Hold down the key shown.

or

[▷≡] Press the key shown.

Prog. feature key Select and confirm.

[■] Press the key shown.

Change key Confirm.

Select and confirm a function, e. g. "Do not disturb".
All programmable functions are offered. Also see Quick User Guide → Page 126.

if nec.

Save incomplete Select and confirm.
Some functions (e. g. with "Call forwarding") cannot be saved completely. This means that when later initiating the function by pressing the button, further inputs are required.

Exit Confirm.

or

Another key Select and confirm.

Step by Step

You now reach the function directly by pressing the key. With activatable/deactivatable functions, e. g. "Do not disturb", you activate the function with one touch of the button and deactivate it with the next. . Display messages when saving functions, see → page 124.

Saved function LED messages:

Call forwarding, Forwarding - trunk, Forward Line, Night answer, Do not disturb, Telephone lock, Advisory message, Ringer cut-off, HF answerback on/off, Join/leave group, Caller ID suppression, Call wait.term., Waiting tone off, Ring Transfer, Recording, Door opener on/off, Control Relay, Ringing group on, Shift Key, UCD(Available on/off, Work on/off), Night answer on/off, MULAP Privacy Release:

Saved function is not activated.

Saved function is activated.

Callback:

You have no entry for callback.

You have an entry for callback.

Mute on/off:

The microphone is on.

The microphone is deactivated.

Headset:

The headset is off.

The headset is on.

Flashes slowly – call can be accepted using the headset.

Caller list:

No call saved.

Call request saved.

Step by Step

Repdial key (Internal), Direct station select:

Party not on a call.

Party is on a call or has activated DND.

Flashing quickly, I'm being called, please accept.
Flashes slowly - another party is being called and has not yet answered.

Mailbox:

There are no messages.

There are messages.

Call key, General call key, Trunk key, MULAP Key, Temporary MSN:

No call via the corresponding trunk.

Active call via the corresponding trunk.

Flashing quickly, call via the corresponding trunk, call acceptance possible, press key.
Flashing slowly, call via the corresponding trunk is being held.

Trunk group key

At least one trunk is free.

All trunks of the trunk group are occupied.

View call charges:

There are been no calls subject to costs since the last check.

There are been calls subject to costs since the last check.

Call forwarding, Forward Line:

Flashing slowly, you are the destination of call forwarding or your trunk is the destination of call forwarding.

Fax details

No fax received or no message on the answering machine.

Fax received or message on the answering machine.

Step by Step

View number of calls:

No callers waiting.

Flashing quickly, callers waiting (certain number is exceeded).
B Flashing quickly, callers waiting (certain number is reached).

Data I/O Service:

No connection to an application.

Active connection to an application.

Flashing slowly, connection to an application is temporarily interrupted.

The following functions are saved on keys without :
Repdial key (external), Procedur key, Trace call, Speed dial, Release call, Clear, Lock all phones, Send message, Directory (1=internal, 2=LDAP), Call waiting, Toggle/Connect, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, Park a call, Pickup - directed, Pickup - group, Account code, Show call charges, Page, Answer page, Timed reminder, Open door, DTMF dialing, Recall-key, Room monitor, Hold key, Consult internal, Consultation, Associated dial, Associated serv., Tel. data service, RelocteMobile Login, Discreet Call.

Step by Step

Programming sensor keys with a procedure (operating steps)

Numbers and functions which require further input, i.e. which contain several operating steps, can be saved on a sensor key of the telephone.

For example the function "Associated dial" → Page 59 together with the required input (number of the phone to for which the call should be made and the number to be dialed) can be saved on a sensor key. Numbers which require further input can also be saved.

Hold down the key shown.

or

Press the key shown.

Prog. feature key

Select and confirm.

Press the key shown.

Change key

Confirm.

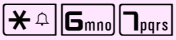
More features →

Select and confirm.

Procedure key

Select and confirm.

Enter procedure. Example: *67 231 123456



Code for associated dial

Number of the phone to for which the call should be made

the number to be called.

Save

Confirm.

or

If you make a mistake:

Previous

Select and confirm. This deletes all entered digits.

Exit

Confirm.

or

Another key

Select and confirm.

Step by Step

Select the saved procedure by pressing the key.
Procedures with activatable/deactivatable functions are activated with one press of the button and deactivated with the next.

During a call you can also press the procedure key, the saved digits are automatically transmitted as DTMF signals
→ Page 65. Display messages when saving procedures see → Page 118.

Changing the label on a sensor key

You can also subsequently change the label specified when programming a selected dialing/DSS key.

Change label

Press the key shown.

Prog. feature key

Select and confirm.

Press the required key.

Key label

Select and confirm.

Change

Confirm.

Enter text via the keypad → Page 18.

Default label

Select and confirm to reset to the default label.

Save

Confirm to apply the changes.

or

Previous

Select and confirm to reject the changes made.

Exit

Confirm.

Adapt the contrast of the key label to your surroundings → page 42.

Step by Step

Appointments Function

You can tell your telephone to give you a call when you want to be reminded of an appointment → Page 78.
To do this, you need to save the time you want the call to be made. You can enter a single appointment that will take place in the next twenty four hours, or you can enter a daily recurring appointment.

Saving Appointments

Press the key shown.

Timed reminder on

Confirm.

Enter a 4-digit time, such as 0905 for 9.05 (= 9.05 a.m.) or 1430 für 14.30 (= 2.30 p.m.).

possibly 2abc **or** 7pqrs

If the selected language is "US English" → Page 43, you can enter the code 2 for "am" or 7 for "pm" (standard = "am").

One time only

Confirm.

or

Daily

Select and confirm.

Save

Confirm.

Deleting and checking a saved appointment:

Press the key shown.

Timed reminder off

Confirm.

Delete

Confirm.

or

Exit

Select and confirm.

Step by Step

Using Timed Reminders

Prerequisite: You must have saved a timed reminder → Page 77.
The current time is the time stored.

Reminder at 1200

The phone is ringing. The timed reminder appears on the screen.

Press the key twice.

or

Lift the handset and replace it again.

If you fail to answer the timed reminder, it repeats five times and is then erased.

Step by Step

Displaying and Assigning Call Charges

Displaying Call Charges

For the current call:

The display usually shows call charges at the end of a call (default setting).
If you wish to display charges continuously during a call in progress, your service personnel must request this feature from your carrier.
Indication of the cost of a telephone call has to be requested from the service provider and has to be installed by an authorized technician.
Depending on the setting, during or after the call, the display will show the cost of the telephone call.
Some carriers also let you display toll-free external calls. The message "Free of Charge" appears on the screen either before or during the call.
If the cost indication facility has not been installed, the display will show the dialed number and/or the length of the telephone call.

If a call is transferred, the charges are assigned to the telephone to which the call was transferred.

For all calls and the last one conducted:

The connection charges for the last chargeable call conducted are displayed first. Five seconds later, the total accumulated connection charges appear.

Press the key shown.

More features →

Select and confirm.

Show call charges

Select and confirm[1].

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Displaying Call Charges for Another Telephone

If this function is configured (contact your service personnel), you can display and print the chargeable calls for other telephones (such as a pay phone).

Prerequisite: You have programmed the function "Show call charges" on a key → Page 71.

The LED lights up to indicate that a you have conducted chargeable call since the last time you viewed the charges.

Press the "Call Charges" key. The chargeable call appear on the screen.

Next

To display further chargeable calls, confirm each subsequent display.

Print

Select and confirm,

or

Clear

select and confirm,

or

Add'l information

select and confirm,

or

Exit

Select and confirm.

Step by Step

Dialing with Call Charge Assignment

You can assign external calls to certain projects.

Prerequisite: Service personnel has set up account codes for you.

Press the key shown.

Calls →

Select and confirm.

Account code

Select and confirm[1].

Enter the account code.

if applicable. #

Enter

or

#=Save

Confirm.

May be necessary, depending on how your system is configured; contact your service personnel for details.

Enter the number of the external station.

You can also enter the account code during an external call.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Privacy/security

Turning Ringer Cutoff On and Off

You can activate the ringer cutoff function if you do not want the receive any calls. Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

Activating

Open the idle menu → Page 19.

Ringer cutoff on

Select and confirm[1].

Deactivating

Open the idle menu → Page 19.

Ringer cutoff off

Confirm.

Activating/deactivating "Do not disturb"

You can activate the do not disturb function if you do not want the receive any calls. When do not disturb is activated, internal callers hear a busy signal and external callers are rerouted to a telephone assigned for this purpose (contact your service personnel).

Activating

Open the idle menu → Page 19.

DND on

Select and confirm.

Activating

Open the idle menu → Page 19.

DND off

Confirm.

When you lift the handset, a special dial tone (continuous buzzing tone) reminds you that do not disturb is active.

Authorized internal callers can automatically override the do not disturb function after five seconds.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Caller ID Suppression

You can prevent your station number or name from appearing on the displays of external parties you call. The feature remains active until you deactivate it.

Activating

Open the idle menu → Page 19.

Suppress call ID

Select and confirm.

Deactivate

Open the idle menu → Page 19.

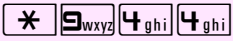
Restore caller ID

Select and confirm.

Your service personnel can turn caller ID suppression on and off for all telephones.

Silent Monitor

If this function has been configured (contact your service personnel), you can join a call already in progress at an internal station and listen in unnoticed.



Enter the code.

Enter your internal station number.

Step by Step

Monitoring a Room

A telephone can be used to monitor a room. The function must be activated on the telephone that you want to monitor.
Calling this telephone lets you hear what is going on in the room.

Activating the telephone to be monitored:

Press the key shown.

Room monitor

Select and confirm.

You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored:

Press the lit key. The LED goes out.

or

Replace the handset.

Monitoring the room:

Enter the internal number if the telephone in the room you wish to monitor.

Step by Step

Trace Call: Identifying Anonymous Callers

You can have the carrier identify malicious external callers. You can save the caller's station number during the call or for 30 seconds after the call ends. However, it is essential that you do not replace your handset during this time.

Press the key shown.

Trace call

Select and confirm.

After you have finished tracing the call, the data is stored on the carrier's system. Now contact your service personnel.

Step by Step

Locking the Telephone to Prevent Unauthorized Use

You can prevent unauthorized persons from using your telephone and its electronic notebook during your absence.

Prerequisite: You must have configured a personal identification number (PIN) for your telephone → Page 88.

Lock and unlock all phones

Open the idle menu → Page 19.

Lock phone

Select and confirm,

or

Unlock phone

Select and confirm.

Enter code (telephone lock) → Page 88.

While the telephone is locked, a special dial tone sounds when you lift the handset. You can continue to dial internal numbers as usual.

Your telephone can also be locked or unlocked again by an authorized party → Page 87.

Step by Step

Locking Another Telephone to Prevent Unauthorized Use

If this function has been configured (contact your service personnel), you can lock other telephones to prevent unauthorized use and then unlock them again later.

You can use this function to unlock the telephone for users who have locked their telephones and then forgotten their PINs.

Press the key shown.

Lock all phones

Confirm[1].

Enter the internal number of the telephones that you want to lock or unlock.

***=lock phone**

Confirm,

or

#=unlock phone

Select and confirm.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Saving Your PIN

To use the functions
- to prevent unauthorized persons from using your telephone → Page 86
- to use another telephone like your own → Page 93
- to change your call number → Page 94

you need to enter a personal identification number, which you can save yourself.

Press the key shown.

Change PIN

Confirm[1].

Enter the current five-digit PIN.
If you have not yet assigned a PIN, use the PIN "00000" the first time you enter it.

Enter the new PIN.

Repeat the new PIN.

If you forget your PIN, contact your service personnel, who can reset your PIN to "00000".

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Using Other Functions

Sending a Message

You can send short text messages (infotexts) to single users or groups of users who have system telephones.
On system telephones with no display, on ISDN, pulse or tone dialing telephones, transmitted text messages will be saved as a callback request.

Creating and Sending a Message

Open the idle menu → Page 19.

Send message

Select and confirm.

Enter the internal station number of the recipient or group.

0=Please callback

Select and confirm the preprogrammed message (which can be changed by service personnel).

or

Enter the code directly.
The codes appear on the screen, next to the messages to which they are assigned.

or

Enter message text

Select and confirm.

Enter text (max. 24 characters).

For entering text with the dialing keypad, see → Page 18.

After entering text:

Send

Confirm.

Step by Step

Displaying and Deleting Messages You Have Sent

You can display or delete info texts already sent so that the recipient does not receive them.

View sent message

Select and confirm.

Follow the display prompts.

Receiving/retrieving/deleting Infos

The message "Messages received" appears on your screen.

View messages

Confirm.

Follow the display prompts.

Step by Step

Leaving an Advisory Message

You can leave an advisory message on your telephone screen for internal callers who want to reach you while you are away from your desk.
When another party calls you, the message appears on the caller's screen.

Open the idle menu → Page 19.

Advisory msg. on

Select and confirm.

0=Will return at:

Select and confirm the preprogrammed message (which can be changed by service personnel).

or

Enter the code directly.
The codes appear on the screen, next to the messages to which they are assigned.

You can add numeric input to preprogrammed messages that end in a colon.

or

Enter message text

Select and confirm.

Enter text (max. 24 characters).

For entering text with the dialing keypad, see → Page 18.

Save

Confirm.

Deleting Advisory Messages

Open the idle menu → Page 19.

Advisory msg. off

Confirm.

or

When the "Advisory message" is available → Page 71, the LED lights up. Press the key shown.

Step by Step

Display Number of Waiting Calls and Overload Indication

You can show the number of external waiting calls on the display by pressing the "View number of calls" key → Page 71.

Press the "Waiting calls" key.

If the number of waiting calls exceeds a preset limit while you are engaged in another call (overload), the LED on the key lights up. Contact your service personnel to find out the waiting call limit.

- LED off:
  No callers waiting.
- LED is flashing slowly:
  You have reached the programmed threshold.
- LED is flashing quickly:
  You have exceeded the threshold value (overload).

Step by Step

Using Another Telephone Like Your Own for a Call

Other people can temporarily use your telephone for outgoing calls as though it were their own.

Press the key shown.

PIN and Authorization →

Select and confirm.

Temporary Phone

Select and confirm[1].

Enter the other user's station number.

Enter the other user's telephone lock PIN → Page 88.

if nec.

Change PIN

Users who have not yet selected a personal identification number are prompted to do so on their own telephones.

Dial the external number.

This state is canceled at the end of the call.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Change call number (relocate)

You can put your call number on every other available telephone when it is set up (ask your service personnel).
Your previous telephone then receives the old call number of your new telephone. The call num ber together with the settings (e.g. programmed keys) of the telephone are changed.

Prerequisite: Your old and new telephone are the first telephones at each connection. The telephones are in idle state.

The following procedure is carried out on the new telephone.

Press the key shown.

Relocate

Select and confirm.

Enter your own station number.

Enter code (telephone lock) → Page 88.
(This is not necessary if you have not determined a code yet).

Complete relocate

Confirm.

If you exchange call numbers from different system telephones, all programmed keys are replaced with the default assignment.
You can, however, connect your telephone to another connection and carry out the procedure.

Step by Step

Fax Details and Message on Answering Machine

If a fax or answering machine is connected to your system and you have assigned the "Fax details" function to a programmable key → Page 71, the key lights up when a fax or a message has been received.

Deactivating indication:

Press the flashing key "Fax service". The LED goes out.

Resetting Services and Functions (System-Wide Cancellation for a Telephone)

There is a general reset procedure for activated functions. The following functions are canceled, if they were activated:

- Call forwarding on
- Advisory msg. on
- Ringing group on
- Hunting group off
- Suppress call ID
- Call waiting tone off
- Do not disturb on
- Ringer cutoff on
- Messages received:
- View callbacks

Press the key shown.

Reset services

Select and confirm[1].

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Activating Functions for Another Telephone

If this function has been configured (contact your service personnel), you can turn the following functions on and off for other telephones. This feature is also known as associated service.

- Do not disturb,
  code: *97/#97 → Page 82
- Call forwarding, code: *11, *12, *13/#1 → Page 33
- Lock and unlock all phones,
  code: *66/#66 → Page 86
- Activating and Deactivating a Ringing Group
  code: *81/#81 → Page 103
- Leaving an advisory message,
  code: *69/#69 → Page 91
- Group call,
  code: *85/#85 → Page 103
- Resetting Services and Functions,
  code: #0 → Page 95
- Control relay,
  code: *90/#90 → Page 101
- night answer,
  code: *44/#44 → Page 70
- Timed reminders,
  code *65 → Page 77

Press the key shown.

Associated serv.

Confirm.

Enter the internal number of the telephone for which you want to activate the function.

Enter the code, such as *97 for do not disturb.

Follow the prompts on the screen for any further input.

Step by Step

Using System Functions from the Outside (DISA: Direct Inward System Access)

If this function has been configured (contact your service personnel), you can set up external outgoing calls from outside the system, just like an internal user. You can also activate and deactivate the following functions in your system:

- Resetting Services and Functions, code: #0 → Page 95
- Call forwarding, code: *1/#1 → Page 33
- Locking and unlocking telephone, code: *66/#66 → Page 86
- Saving Your PIN, code: *93 → Page 88
- Send a message, code: *68/#68 → Page 89
- Leaving an advisory message, code: *69/#69 → Page 91
- Group ringing, code: *81/#81 → Page 103
- Group call, code: *85/#85 → Page 103
- Suppress caller ID, code: *86/#86 → Page 83
- Waiting tone, code: *87/#87 → Page 61
- Open door, code: *61 → Page 47
- Door opener on/off, code: *89/#89 → Page 48
- Control relay, code: *90/#90 → Page 101
- Do not disturb, code: *97/#97 → Page 82
- Ringer cutoff function, code: *98/#98 → Page 82
- Speed-dialing, code: *7 → Page 52
- Associated service, code: *83 → Page 96

Prerequisite: You have a telephone that uses tone dialing (DTMF dialing) or you can switch your telephone to tone dialing. The telephone is not connected to the system.

Set up a call to the system. Enter the station number (contact your service personnel).

Wait for a continuous tone (if necessary switch the telephone to tone dialing), then enter the internal number that has been assigned to you and the associated PIN.

Enter the code (necessary only if programmed in the system).

Wait for a dial tone and then enter the code, such as *97 for Do not disturb on. Make other inputs as necessary; (refer to the operating instructions for pulse and DTMF telephones).

Step by Step

or

Dial the external number.

You can only execute one function at a time, or set up only one outgoing connection.
The connection is immediately released after successful activation of a function.
In the case of an external-external call, the connection is released as soon as either of the parties ends the call.

Using functions in ISDN via code dialing (keypad dialing)

If authorized (contact your service personnel), you can set ISDN functions via code dialing in some countries.

Press the key shown.

Keypad dialing

Confirm.

Enter the number of the trunk you wish to use (contact your service personnel).

Entering a code for required ISDN function (contact your service personnel).

Contact your network provider to find out which ISDN functions can be code-controlled in your country.

Deutsche Telekom AG shall not be liable for damages/costs which may be incurred by fraudulent activities or remote operation (e.g. toll fraud).

Step by Step

Controlling Connected Computers or Other Programs and Telephone Data Service

If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Prerequisite: You have set up a connection.

Press the key shown.

Tel. data service

Confirm.

The connected computer now prompts you to enter the data, which you can do in one of two ways. Contact your service personnel to find out which option is programmed in your system:

Input in en-bloc mode.

Enter data.

Press this key at the end of the entry.

or

Entry complete

Confirm.

or

Input in online mode

The connected computer processes your entries directly.

Enter the code.

Enter data.

Step by Step

Communicating with PC Applications over a CSTA Interface

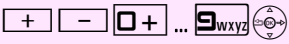
If this function has been configured (ask your service personnel), you can use your telephone to communicate with PC applications (CSTA = **C**omputer **S**upported **T**elecommunications **A**pplications). You send information to the application and receive information from the application, for example, on your telephone's display.

Enter the code.

or

Press the "Data I/O" key.
(configuring keys → Page 71).

Enter the three-digit ID for the application you want to operate.



Use the relevant keys to communicate with the application.

Temporarily interrupting communication with the application:

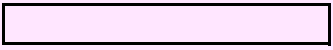
The phone is ringing. You accept the call.

The "Data I/O" key flashes: communication with the application was automatically interrupted.

Resuming communication with the application:

Press the flashing "Data I/O" key. The LED lights up.

Ending communication with the application:



Select and confirm the appropriate CSTA message.

or

Lift the handset and replace it again.

Step by Step

Controlling Relays

If this function has been configured (contact your service personnel), you can turn up to four relays on and off to control different devices (such as a door opener).
Depending on how they are programmed, you can switch the relays on and off or switch them on and have them switched off automatically after a timeout.

Control Relay On

Select and confirm,

or

Control Relay Off

Select and confirm.

1 ␣ ... 4 ghi

Enter the relay.

Sensors (Octopus F200/400 Only)

If this function has been configured (contact your service personnel), sensors detect signals, causing your phone to ring and a message to appear on your screen.

Step by Step

Radio Paging

If paging equipment is connected to your system (contact your service personnel), you can contact people via their pocket receivers.

The pocket receiver indicates to the person you are looking for that someone is trying to get in touch. The person you page can then go to the nearest telephone and call you.

Paging:

To be paged, you must have activated a call ringing group → Page 105, call forwarding → Page 33, or call redirection to the internal station number of your paging equipment.
A call request is then signaled automatically.

Answering the page from the nearest telephone:

Lift the handset

Enter the code.

Enter your own station number.

Step by Step

Using Other Team Functions

Turning Group Call On and Off

If this function has been configured (contact your service personnel), you belong to one or more groups of users who can each be reached under a hunt group or group call number.
Incoming calls are signaled on all group member telephones in the order in which they are received (hunt group) or simultaneously (= group call) until one member of the group accepts the call.
You can also belong to a team (including executive/secretary ones) in which station numbers are programmed on trunk keys
→ Page 108.

Each member of the group remains available under his or her own station number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including an executive/secretary team).
If the LED on a programmed "Hunt group" key is illuminated
→ Page 71, this means that the audible tone was activated for at least one group.

You belong to a hunt group or a group call:

Open the idle menu → Page 19.

Leave group

Select and confirm[1],

or

Join group

Select and confirm.

or

Press the "Hunt group".

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

You belong to multiple groups or to one group with trunk keys (including executive/secretary teams).

Open the idle menu → Page 19.

Leave group

Select and confirm[1],

or

Join group

Select and confirm.

or

Press the "Hunt group".

301 x group name

If an "x" appears between group/trunk number or (such as 301) and group name, the audible tone is active for this group or trunk.

or

301 group name

No "x" means that the audible tone was deactivated.

Next

Press the "OK" dialog key to confirm your selection and display the next group or trunk number and group name.

or

Leave group

Select and confirm[1].
This turns off the audible tone for the displayed group or trunk.

or

Join group

Select and confirm[1].
This turns off the audible tone for the displayed group or trunk.

or

#=Out of hunt group

Select and confirm[1].
This turns off the audible tone for all groups and trunks.

or

***=In hunt group**

Select and confirm[1].
This turns off the audible tone for all groups and trunks.

If you deactivate the audible tone for another group or trunk, or deactivate it for all groups and trunks to which you belong, a special dial tone sounds when you lift the handset.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Accepting a Call for Another Member of Your Team

You can accept calls for other telephones in your team from your telephone even while engaged in another call. To do this, contact your service personnel to find out if a pickup group has been configured.

Prerequisite: Your telephone rings briefly. The display shows "call at:" with the phone number/name of the initiator, and number/name of the caller in the lower line.

Pickup - group

Confirm.

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at up to five other internal phones. The person who answers first receives the call.

Saving, displaying, and deleting telephones for the ringing group:

Press the key shown.

Destinations →

Confirm.

Ringing group on

Select and confirm[1].

Follow the display prompts (enter the internal station number).

Is your telephone a member of a ringing group, the station number or name of the originator appears on the upper display line and the station number or name of the caller appears on the lower line.

Removing all telephones in call ringing group:

Ringing group off

Select and confirm.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Uniform Call Distribution (UCD)

If this function has been configured (contact your service personnel), you belong to a group of users (agents) to whom calls are distributed. An incoming call is always assigned to the agent who has had the longest break without a call.

Logging on and off at the beginning and end of your shift:

Press the key shown.

Destinations →

Confirm.

UCD

Select and confirm[1].

Log on

Confirm,

or

Log off

Select and confirm.

To log on, enter your identification number ("Agent:"). Contact your service personnel to find out what it is.

Logging on and off during your shift:

Press the key shown.

Destinations →

Confirm.

UCD →

Select and confirm[1].

Not available

Confirm,

or

Available

Select and confirm.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Requesting and activating a work time:

If you want to follow-up on the last call you answered without being disturbed, you can request and activate a work time. This removes your telephone from the call distribution cycle for a programmable period of time until you log back on.

Press the key shown.

Destinations →

Confirm.

UCD

Select and confirm[1].

Work on

Confirm,

or

Work off

Select and confirm.

Turning the night service on and off for UCD:

Press the key shown.

Destinations →

Confirm.

UCD

Select and confirm[1].

UCD night on

Confirm,

or

UCD night off

Select and confirm.

Display the number of waiting calls:

Press the key shown.

Destinations →

Confirm.

UCD

Select and confirm[1].

Calls in queue

Confirm.

1 "Different Displays in a Octopus F900 Environment" → Page 118

Step by Step

Team and Executive/Secretary Functions With Trunk Keys

If this function has been configured (contact your service personnel), you belong to a team of users for whom special keys were programmed:

- Trunk keys (MULAP keys)
- Direct station selection keys
- Group call key
  (not on the executive telephone in an executive/secretary team)
- Ring transfer keys
  (only in an executive/secretary team)

As a team member, you can also program these keys yourself (" MULAP key", " Direct station select", " Group call on/off", " Ring Transfer: on/off→ Page 71. You can also program a call forwarding key ("Forward Line") for each line.

Using Trunk Keys

The programmable sensor keys on multi-line phones function as trunk keys. Each key that is assigned the function "line" is handled as a line. This means up to six lines can be configured.

A distinction is drawn here between primary, secondary and phantom lines. Each of these line types can be used on a private or shared basis→ Page 109.

Trunk keys are configured by the relevant service personnel.

Primary line

All multi-line telephones have a primary line. This line can be reached in the usual manner via your public phone number. Incoming calls are signaled on this line.

Secondary line

The secondary line on your phone is used as a primary line by another subscriber in the system. Your primary line, which is configured on another telephone in the system, simultaneously functions as the secondary line on that telephone.

Step by Step

Line utilization

Private line

A line that is used by a single telephone. This line cannot be used as a secondary line by another telephone.

Shared line

A line that is configured on multiple telephones. The line status (if configured) is displayed for all telephones that share this line. If, for example, a shared line is being used by a telephone, a status message indicating that this line is busy is displayed on all other telephones.

Direct call line

A line with a direct connection to another telephone.

You can see the status of the line from the LED.

LED with trunk keys

LED	Meaning
	Off: The phone is in idle mode.
	Blinking: – Incoming call on the line – "Hold reminder" is activated – The line is on "Hold".
	Illuminated: The line is busy

Step by Step

Answering Calls With Trunk Keys

Prerequisite: Your telephone is ringing and/or the trunk key is flashing rapidly.

if nec.

Press the rapidly flashing trunk key.
This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

Lift the handset

or On-hook: Speakerphone mode.

Making Calls with Trunk Keys

if nec.

Press the free trunk key that you want to use to set up your call.
This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

Dial the station number.

When the other party answers: Lift the handset

or On-hook: Speakerphone mode.

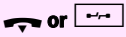
Using a Trunk Key to Place a Call on Hold and Retrieve It Again

Prerequisite: You are conducting a call over a trunk in your group. The "Hold" key has been programmed on your telephone
→ Page 71.

placing a call on hold:

Press the "Hold" key.

If applicable



Replace the handset or press the disconnect key.

Depending on the configuration (contact your service personnel), this may be necessary so other team members can also pick up the call on hold.

Step by Step

Retrieving the call:

Press the slowly flashing trunk key.

Switching Between Phone Calls on Multiple Trunks

Prerequisite: You are conducting a call over a trunk in your group. Another trunk key starts flashing.

Press the blinking line key. The first party is placed on hold on the other trunk.

Press the slowly flashing trunk key. The second party is placed on hold.

You can switch between the two calls as many times as you wish. Always press the slowly flashing trunk key.

MULAP Conference Release

If activated (contact your service personnel for details.), you can save the function "MULAP Privacy Release" on a free sensor key → Page 71. The default label is "Priv Release".

If you press the programmed "Priv Release" key during a call (key lights up), every user who programmed your MULAP line as a key (key flashes) can join the call by pressing this key.

You do not have to press "Enquiry" or "Conference" to transfer/accept the call. Your team partner only has to press the flashing line key to join the conference.

Step by Step

Forwarding Calls on Lines

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system).
Activating call forwarding for one trunk activates the function for all trunk keys assigned to this trunk in your group.

Press the key shown.

Forward Line: On

Select and confirm.

Press the required line key.

or

Enter the number of the trunk key you wish to use.

or

If available, press the "CFW MULAP" key.
(You have stored the incomplete "CFW MULAP" function on the key, excluding the call forwarding type and destination → Page 71.)

1=all calls

Select and confirm,

or

2=external calls only

select and confirm,

or

3=internal calls only

select and confirm,

or

1 ␣ **or** 2 abc **or** 3 def

Enter the code.

Enter the destination number.

Save

Confirm.

or

If available, press the "CFW MULAP" key. (You have stored the call forwarding type and destination on the "CFW MULAP" key, → Page 71.)

Step by Step

Deactivating call forwarding:

Press the key shown.

Forward Line: Off

Select and confirm.

Press the required line key.

or

Enter the number of the trunk key you wish to use.

or

If available, press the "CFW MULAP" key.

If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Understanding LED messages of the "CFW MULAP" key:

The LED on the "CFW MULAP" key is off - call forwarding is not active for this trunk.

or

LED of the key "CFW MULAP" lights up, call forwarding is active for this line.

or

LED of the key "CFW MULAP" flashes **slowly**, the trunk is the destination of call forwarding.

Step by Step

Using DSS Keys

Each team member has a DSS key for every other member in the team.
This enables every team member to reach all other members of the team directly, simply by pressing a key.

Understanding LED messages from DSS keys

LED on the DSS key is off - the team member is not engaged in a phone call.

or

LED on the DSS key is lit - the team member is engaged in a phone call or has activated do not disturb.

or

LED on the DSS key is flashing **rapidly** - a call has arrived for you and needs to be answered.

or

LED on the DSS keys is flashing **slowly** - a caller is trying to reach another member of your team, who has not yet answered.

Using DSS Keys to Answer Calls

Prerequisite: Your telephone is ringing and/or a DSS key is flashing.

if nec.

Press the flashing DSS key.
This is not necessary if you are receiving a DSS call and the DSS key is flashing rapidly.

Lift the handset

or On-hook: Speakerphone mode.

Calling a Team Member Directly

Press the direct station selection key.

or

If the team member you wish to reach is engaged in another call, the DSS key on your telephone is illuminated. You can make the call even in this case.

When the other party answers: Lift the handset

or On-hook: Speakerphone mode.

Step by Step

Transferring a Call in Progress

Press the DSS key and announce the call, if desired.

Replace the handset.

or

Press the key shown.

Accepting a Call for Another Team Member

Press the flashing DSS key or trunk key.

Lift the handset

or On-hook: Speakerphone mode.

Turning Group Call On and Off (not on the executive telephone in an executive/secretary team)

By default, your telephone rings when a call arrives on your line. If you want your phone to ring even when calls arrive on other lines, you can turn your ringer on and off for each line in your group → Page 103.

Your telephone rings (one time only or every four seconds) even when you are engaged in another call (attention ring volume → Page 40).

Step by Step

Transferring Calls Directly to the Executive (only in an executive/secretary team)

Normally, audible signaling of all calls for the executive is heard only in the secretary's office.
You can activate audible signaling so that calls are only signaled on the executive telephone and on a second telephone assigned to it.

Prerequisite: On your phone there is a sensor key programmed with the function "Ring Transfer". The default label is "Ring xfer".

Activating:

Press the "Ring xfer" key. The LED lights up.

or

Press the key shown.

Ring Transfer: On

Select and confirm.

Press the required line key.

or

Enter the number of the trunk key you wish to use.

Deactivating:

Press the "Ring xfer" key. The LED goes out.

or

Press the key shown.

Ring Transfer: Off

Select and confirm.

Press the required line key.

or

Enter the number of the trunk key you wish to use.

Step by Step

Testing the Telephone

Testing the telephone functions

You can test your telephone functions.

Prerequisite: Your telephone is idle.

Press the key shown.

Phone test

Select and confirm.

If everything is OK,
- all LEDs on the telephone start flashing, including the ones on the key module (only the menu keys LED lights up),
- your station number appears on the screen;
- all pixels in the display are activated;
- the ringer signal sounds.

Checking the Key Assignment

You can check the assignment of keys on your telephone to see which functions are programmed on which keys.

Press the key shown.

Prog. feature key

Select and confirm.

Press the key shown. The key assignment appears on the screen.

Another key

Select and confirm.

or

Exit

Select and confirm.

Different Displays in a Octopus F900 Environment

Depending on the system configuration, not all functions may appear on the display exactly as shown in this document.

Depending on the system configuration, some display texts may differ from the display texts described in this document.
Please refer to the following table for an overview of such texts:

Octopus F200/400/650 Display	Octopus F900 Display	Description
Call wait.term	Camp-on termination?	
Call wait.trm.off	Camp-on deact.?	→ Page 61
Caller list?	Call log?	→ Page 50
Change Speed Dial	Speed dialing?	→ Page 52
Ringer cutoff on/off	Ringer on?	→ Page 82
View callbacks?	Display callbacks?	

Step by Step

Fixing problems

Caring for your telephone

- Never allow the telephone to come into contact with coloring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaners containing alcohol, cleaners that corrode plastic, or abrasive powders.

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone ("Do not disturb" appears on the screen → Page 19). If so, deactivate it → Page 82.

You cannot dial an external number:

Check whether you telephone is locked ("not authorized" appears on the screen“). If the phone is locked, enter your PIN to unlock it→ Page 86.

To correct any other problems:

First contact the relevant service personnel. If the service personnel are unable to correct the problem, contact Customer Service.

Step by Step

Responding to Error Messages on the Screen

Invalid entry

Possible cause:

The station number is incorrect.

Possible response:

Enter a correct station number.

Not authorized

Possible cause:

You tried to activate a disabled function.

Possible response:

Ask your service personnel to authorize you to use the function.

Currently not possible

Possible cause:

The station number you dialed does not exist. The telephone you are trying to call is unplugged.

Possible response:

Enter a correct station number. Try calling the telephone again later on.

Invalid station number

Possible cause:

You dialed your own station number.

Possible response:

Enter a correct station number.

Key memory is full

Possible cause:

All memory locations for external station numbers are currently in use.

Possible response:

Try again later on.

Step by Step

Key affects other layer

Possible cause 1:

If "Clear other layer" appears on the menu:
you tried to program a function or internal station num ber with LED on a key that is already programmed on the second layer (for example, external station number).

Possible response:

Confirm "Delete other layer" to program the station number/function.

Possible cause 2:

If "Clear LED support" appears on the menu:
you tried to program a station number without LED or an external station number on a key that is already programmed with an internal station number with LED.

Possible response:

Confirm "Delete LED support" to save the station number. The internal station number already programmed remains on the other layer without LED display.

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Overview of Functions and Codes (in alphabetical order)

The table below lists all available functions as they appear on the display. If configured (contact your service personnel), functions can be activated interactively (select + confirm), via the Program/Service menu (select + confirm or enter a code), or with function keys.

Functions (display)	... Interactively	... Via the Program/Service menu → Page 23		... with sensor key
			Code	
Account code		✓	*60	X
Advisory msg. on	✓	✓	*69	X
Advisory msg. off	✓	✓	#69	X
Associated dial		✓	*67	X
Associated serv.		✓	*83	X
Call waiting	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Waiting tone on	✓	✓	#87	X
Call wait.term.on		✓	*490	X
Call wait.trm.off		✓	#490	X
Callback	✓	✓	*58	X
View callbacks/Delete	✓	✓	#58	
Caller list	✓	✓	#82	X
Save number	✓	✓	*82	X
Conference	✓	✓	*3	X
Start conference	✓			
Add party	✓			
End conference	✓	✓	#3	
View conf parties	✓	✓		
Remove party	✓	✓		
Consultation	✓			X
Return to held call	✓	✓	*0	
Quit and return	✓	✓	*0	
Transfer/Accept call	✓			

Functions (display)	... Interactively	... Via the Program/Service menu → Page 23		... with sensor key
			Code	
Control Relay On		✓	*90	X
Control Relay Off		✓	#90	X
Data I/O Service			*494	X
Directory				
1=internal	✓		*54	X
2=LDAP	✓		*54	X
DISA				
Discreet Call			*945	
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X
En-bloc dialing				
Dial	✓			
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=external calls only	✓	✓	*12	X
3=internal calls only	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
CFNR on		✓	*495	X
CFNR off		✓	#495	X
Trunk FWD on	✓	✓	*64	X
Trunk FWD off	✓	✓	#64	X
Forward Line: On		✓	*501	X
Forward Line: Off		✓	#501	X
Headset				X
Answer call	✓			
HF answerback on	✓	✓	*96	X
HF answerback off	✓	✓	#96	X
Hotline				

Functions (display)	... Interactively	... Via the Program/Service menu → Page 23		... with sensor key
			Code	
Join group	✓	✓	*85	X
Leave group	✓	✓	#85	X
In hunt group	✓	✓	*85*	X
Out of hunt group	✓	✓	#85#	X
Keypad dialing		✓	*503	
Lock all phones		✓	*943	X
Lock phone	✓	✓	*66	X
Unlock phone	✓	✓	#66	X
Change PIN		✓	*93	
Mute on	✓	✓	*52	X
Mute off	✓	✓	#52	X
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	#44	X
Open door		✓	*61	X
Override	✓	✓	*62	X
Page				
Answer page		✓	*59	
Park a call		✓	*56	X
Retrieve call		✓	#56	
Phone test		✓	*940	
Pickup - directed		✓	*59	X
Pickup - group	✓	✓	*57	X
Accept call	✓			
Prog. feature key		✓	*91	X
Recording				X
Redialing				X
Rejecting Calls				
Disconnect				X
Relocate	✓	✓	*9419	X
Complete relocate	✓	✓	#9419	
Reserve trunk	✓			X
Reset services		✓	#0	X

Functions (display)	... Interactively	... Via the Program/Service menu → Page 23		... with sensor key
			Code	
Retrieve line		✓	*63	X
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X
Ringer cutoff on	✓	✓	*98	X
Ringer cutoff off	✓	✓	#98	X
Ringing group on		✓	*81	X
Ringing group off		✓	#81	X
Room monitor		✓	*88	X
Select language		✓	*48	
Send message	✓	✓	*68	X
View sent message	✓	✓	#68	X
View messages	✓	✓	#68	X
Mailbox				X
Shift Key				X
Show call charges (own telephone)		✓	*65	X
View call charges (other party's telephone)				X
Silent monitor	✓	✓	*944	
Speaker call		✓	*80	X
Suppress call ID	✓	✓	*86	X
Restore caller ID	✓	✓	#86	X
Tel. data service			*42	
Temporary MSN	✓	✓	*41	X
Temporary Phone		✓	*508	X
Timed reminder on		✓	*46	X
Timed reminder off		✓	#46	X
Toggle/Connect	✓	✓	*2	X
Trace call		✓	*84	X
Transfer	✓			
Trunk flash		✓	*51	X

Functions (display)	... Interactively	... Via the Program/Service menu → Page 23	Code	... with sensor key
UCD				
Log on		✓	*401	X
Log off		✓	#401	X
Available		✓	*402	X
Not available		✓	#402	X
Work on		✓	*403	X
Work off		✓	#403	X
UCD night on		✓	*404	X
UCD night off		✓	#404	X
Calls in queue		✓	*405	X
Use speed dialing		✓	*7	X
Change Speed Dial? (station)		✓	*92	X

Important telephone numbers

For problems:

For questions regarding sales:

Upon delivery of the equipment, please enter telephone numbers!

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